



JOB POSTING

Project Coordinator

Full time position

Starting October 2022

\$20 - \$25 per hour

Uzima Women Relief Group International is a Charitable organization incorporated in Ontario with a mandate to support families and communities affected by poverty, war and disease domestically and internationally thus contributing to the global efforts relieve poverty. Uzima conducts many projects for women, seniors, and youth within marginalized communities in Toronto in partnership with other agencies.

POSITION SUMMARY:

The Project Coordinator will be supervised by the Executive Director and Program Director. This is a fulltime/part time position. The successful candidate will be an experienced project coordinator, able to effectively multi-task on multiple assignments, and have a good knowledge about project management.

Job Duties & Responsibilities

- Manage and coordinate multiple projects to ensure they are completed on time and on budget
- Organize and plan project tasks and schedules
- Manage tasks in accordance with Uzima standards
- Communicate project status, plans, actions, risks, and issues to stakeholders and key project participants
- Stay aware of company goals and strategies to ensure projects align with business priorities
- Facilitate and encourage collaboration across departments to ensure projects are completed successfully
- Delegate work to team members based on skills and expertise
- Optimize project deliverables, schedule, and budgeting
- Work with proposal teams to develop cost estimates and project plans
- Create presentations and reports to communicate project status
- Keep the project team focused on the end goal
- Ensure project team adheres to provided timelines and deliverables
- Ensure documentation is maintained throughout the length of the project
- Solve any issues that may arise during the project

- Manage and build relationships with multiple teams
- Managing day-to-day activities for the Project Management team
- Analyzing project data and producing progress reports
- Additionally, other duties as assigned

Skills & Qualifications

- Completion of a college program in accounting, bookkeeping or a related field or Completion of Demonstrable problem-solving project management experience and skills
- A bachelor's degree in project management, computer science, informational technology, or related fields is an added advantage
- Knowledge of project management methodologies such as DACI and best practices
- Strong interpersonal and team leadership skills
- Strong organizational, time management, and verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office tools
- Proficiency in project management tools and software, including Trello, Asana, Pivotal Tracker, and Basecamp
- Experience with cloud-based hosting platforms and version control tools

Please send your cover letter and resume to:

Executive Director, Uzima Women Relief Group International

Email: info@uzimawomeninternational.org **NO PHONE CALLS**